



Employment Opportunity – 2.5 Year Contract (with possibility of extension) Fundraiser

Who we are:

UNYA has been supporting the health and wellbeing of Indigenous youth in the Metro Vancouver area for over 30 years. As a respected non-profit, charitable organization, we recognize Indigenous youth as experts in their own lives and strive to provide youth with programs and opportunities that are relevant and meaningful to them.

At Urban Native Youth Association UNYA we have developed a Philosophy of Care foundation, drawing from best practices. These philosophies are the grounding framework that shapes all of our decisions and every interaction we have with the youth we serve. Following these philosophies empowers our staff to meet youth where they are at, by giving them the ability to balance flexibility and structure. This allows us to meet our youth's needs, and ensure that our youth experience a consistent quality of care across all UNYA programs. Our 5 key philosophies are:

- Trauma-Informed Practice
- Two-Eyed Seeing
- Harm Reduction Practice
- Youth/Person Centered Practice
- Culture as Therapy

Highlights of this opportunity:

UNYA is seeking a Fundraiser who is passionate about raising funds and working with the Indigenous community. As a member of the Administration Team, the Fundraiser will work to increase funding opportunities at UNYA, allowing us to better serve all youth, including female and 2SLGBTQIA+ youth. The successful candidate will work to engage donors and funders, and raise UNYA's public profile in order to increase long-term, sustainable revenue streams for programming and the organization overall. The goal is for this position to develop and implement a Funding Sustainability Plan for UNYA over the course of the funding period; part of this Plan will include securing revenue in order to transition this position from a contract to a full-time, permanent position at UNYA. This position may require remote and/or hybrid work, and is 40 hours per week. Regular hours will be Monday – Friday from 9am to 5pm, however, occasional evening and weekend work may be required to support events. The Fundraiser reports directly to the Director of Operations and CEO of UNYA.

Qualifications and Conditions:

1. Educational experience required: Bachelor's Degree in a relevant field, 3-5 years of recent related experience, or an equivalent combination of education, training, and experience.
2. CFRE Certification is an asset.
3. Experience working with the Indigenous community. Must demonstrate a good working knowledge of community resources in Vancouver, particularly youth & Indigenous-specific resources.
4. Knowledge and understanding of the family and social issues that Indigenous youth face today, including the generational impacts of the residential school system on families and communities.
5. Must demonstrate the ability to identify with mandate, policies and procedures of the organization.
6. Excellent oral and written communication skills with the ability to prepare and edit professional and articulate written reports and presentations.
7. Proficient in the use of computers and the Microsoft Office Suite, database management, fundraising platforms and CRM technology. Experience with Salesforce is an asset.
8. Fundraising and marketing experience/education in a non-profit environment, and experience leading and coordinating large fundraising and recognition events.
9. Comprehensive knowledge of fund development principles and public relations. Proven ability to build and foster relationships with a wide variety of stakeholders, donors, and potential funders.
10. Must have a criminal record check completed by and satisfactory to UNYA.
11. Proof of Covid-19 vaccination will be required.

12. A valid BC Driver's License, reliable vehicle, and ability to provide a Drivers Abstract are assets.
13. Given the needs of the youth accessing our programs, priority will be given to qualified Indigenous, First Nations, Metis, Inuit candidates as per section 41 of the Human Rights code.

Duties and Responsibilities

1. Manage all aspects of the fund development program, including organization, production, maintenance of fund development materials/data, and coordination of all donor event committees and volunteers.
2. Cultivate and solicit donors, including individuals, foundations, and corporations.
3. Oversee record keeping, files and timely correspondence (including donor acknowledgements and thank you letters) for all annual donors; maintain a central database of donor interactions.
4. Oversee monthly reconciliation of donor records with the general ledger.
5. Oversee and report to the Director of Operations and CEO on monthly status of any campaign operational budget, as well as other required monthly reports.
6. Perform an environmental scan of appropriate donors and funding opportunities for UNYA, with the end goal of developing a Funding Sustainability Plan.
7. Implement an annual recognition event for annual campaign donors, volunteers, incorporating appropriate staff.
8. In conjunction with appropriate staff, develop an annual campaign development plan.
9. Prepare and establish an Annual Report in collaboration with the Director of Operations and CEO.
10. Act as a spokesperson for UNYA at public events, when required.
11. Participate in events and community activities in support of UNYA.
12. Performs other duties as assigned by UNYA's Director of Operations or CEO.

What we offer:

- Salary of \$80,000/year
- 40 hours a week
- Comprehensive benefits package
- Vacation, Sick, and Wellness days
- Access to our Employee Assistance Program (EAP) which consists of no-cost counselling services to UNYA staff
- Support from UNYA's Elder in Residence for cultural and spiritual guidance or teachings
- Monthly Staff development

How to apply:

If you would like to become a part of this tremendous team, send a cover letter and resume indicating the position you are applying to the attention of the Director of Operations at lucas.riedl@unya.bc.ca *Posting will close when position is filled.* Only those shortlisted will be contacted.

We are an **Indigenous** youth organization whose mandate is to provide meaningful opportunities for Indigenous youth. We encourage qualified Indigenous - First Nations, Metis, and Inuit, applicants to apply. If you identify as Indigenous, please let us know in your application! Only shortlisted candidates will be contacted.

UNYA acknowledges that we are gathered on the ancestral, traditional and unceded territories of the Coast Salish Peoples, including the territories of the x^mməθk^wəyəm (Musqueam), skwxwú7mesh (Squamish) and selilwitulh (Tseil-Waututh) Nations. We are honoured and grateful to be able to do our work on this land.